Student Guide to
Spring 2021 Courses
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Spring 2021—Learning in the Pandemic

We are excited for you to return in Spring 2021! We have been preparing all summer for your return, as we have been making many changes you are sure to notice on our campus. These changes, though, require each student to be diligent in following the established guidelines. This manual will help you to understand the measures we have put in place and will serve as a guide to what you can expect this fall.

Several formats are covered in this manual, including synchronous hybrid, asynchronous hybrid, and online instruction. Each of your professors will be in contact with you via your Chowan email account. Please be certain to check this email regularly so you will not miss the important updates!

The plan for Spring 2021 at Chowan University is to teach face-to-face with social distancing measures in place. Please understand that state and national guidelines evolve, and the University may alter these plans to accommodate any new guidelines that arise this semester.

Prior to the First Day of Class—Check Campus E-mail

Prior to the first day of class, you should expect correspondence from each of your professors. Your professors will explain the meeting plans each student is expected to follow in the course. You may, for example, have a course that meets 100% seated, have another course that meets in a hybrid format, and have some courses that are online. The email from your professors will clarify the expected meeting times for you. You should expect this email to arrive no later than the end of the day on Friday, January 15.

Hybrid classes are classes in which a portion of the content is delivered in the classroom while the remainder is delivered online. You can refer to the “Course Delivery Methods” section of this manual for more information on the four possible course delivery formats: (1) In Person/Traditional, (2) Synchronous Hybrid, (3) Asynchronous Hybrid, and (4) online.

Most importantly now and throughout the semester, check your email frequently, as this will be your professor’s main communication channel with you.

Personal Safety Measures

Each usable classroom seat has been designated with a blue “please sit here” decal that indicates where students are expected to sit to comply with social distancing guidelines. You will also notice blue tape has been placed around your professor’s podium. The floor tape is there to ensure there is sufficient social distancing for your professor. When you have questions for your professor, it is important that you maintain your distance by staying behind this blue line.

You will also notice arrows in the hallway indicating the proper direction of traffic flow. Doors in buildings that were formerly entrances and exits have now been labeled as entrance only or exit only, depending on the location of the door. Likewise, stairs in buildings have been marked, where possible, to keep stair traffic flowing in one direction. Please adhere to these guidelines.

Face Masks/Cloth Face Coverings

Face masks or face coverings must be worn by all students when in university buildings including classrooms, hallways, stairways and bathrooms. This policy extends to Whitaker Library as well. Generally, meetings will no longer take place in faculty offices. Appropriate use of face masks or coverings is critical in minimizing risks to others near you. Appropriate use requires a mask covering both the mouth and nose. Students could spread COVID-19 to others even if they do not feel sick. The mask or cloth face covering is not a substitute for social distancing. There are no exceptions to this policy, as this is key to preventing the spread of COVID-19 on campus. If you feel like you will be unable to adhere to this policy, you must contact Dean Ella Benson (bensoe@chowan.edu).

Please see “How to Safely Wear and Take Off a Cloth Face Covering” on page 7 of this manual for more information on properly wearing a face covering.
At Chowan University, we are committed to our mission to transform the lives of our students through teaching, learning, engaging and serving. In the current COVID-19 pandemic, we have had to change our approach to ensure the health and safety of our university community. The purpose of this guide is to help you, as a student, prepare for what you can expect this fall in your classes at Chowan University. We’ll start with some frequently asked questions:

**FAQ: How will students attend class this fall?**

Chowan University will deliver classes in one of four ways: (1) In person, (2) synchronous hybrid, (3) asynchronous hybrid, (4) and online. In the course syllabus, your professor will explain the course delivery method and student expectations for the course. In the pages that follow in this manual, you will see each of these formats explained and general expectations for students in each course delivery format.

**FAQ: What can I do to ensure that I am keeping up in class?**

Whether you will attend each course session in person depends on the enrollment in the course and the safe classroom capacity put in place for social distancing measures. It is possible, and even likely for some of your courses, that you will attend some days in the classroom and other days via the internet. Your professor will make this clear to you and provide you with a schedule of which class sessions you are expected to attend.

Students should review the course syllabus carefully and monitor email. It is strongly suggested that you link your Chowan Gmail address to your cellular phone so you will be notified when you receive an incoming email, similar to the notifications you receive when you get an email or text.

**FAQ: What if I am in at-risk group and am not comfortable attending class in person. Can I still complete the course?**

Students who are in the at-risk group and feel uncomfortable attending class in person are encouraged to contact Dr. Ella Benson, Dean of Accessibility Services in Horner, ext. 6304 or Mrs. Debbie Hinton, Coordinator of Accessibility Services in Camp Hall 110 at ext. 6570, for information and guidance. Chowan University is committed to making educational opportunities available to all students. The Learning Center is responsible for ensuring that the academic needs of students are met.

In order to receive any academic accommodation, students must self-identify with Accessibility Services and complete an eligibility process. Any student who feels she/he may need an accommodation based on COVID-19 should contact Dr. Benson or Mrs. Hinton. The Learning Center is located in Camp 112. Mrs. Hinton’s office is located in Camp 110. In order for faculty members to properly address the needs of these students, it is necessary that those students provide a copy of the Learning Center accommodation letter to the instructor. Once faculty receive the letter, they should work with the student to identify a solution in which the student can attend remotely.

**FAQ: What if I become sick during the semester? Will I be able to finish?**

Students who feel ill or think they may have been exposed are asked to contact the campus nurse, Joy Taylor by phone (252) 398-6248 or by email tayloj2@chowan.edu. Students who receive excused absences from their courses will need to contact their professors about the work that they missed within one week after they return to class. Your professors will work with you to guide you on how to best complete the class.
FAQ: How often should I check my student email?

Reading email is the responsibility of the student. Students are expected to check their email no less than once per day. Students are strongly encouraged to link their university email addresses to their cellular phones so that they will be notified when a new email arrives.

Students can use the filtering options in email (see training) to highlight important messages, and Google also has an option to only receive notifications from important emails. However, students should realize Google determines what is “important” based on the student’s activity and settings and should therefore take extreme caution to not overlook important messages that may have erroneously been filtered. A timestamped email sent from the faculty member may be used as evidence that the student received the message. The student cannot use “I did not read that email” as an excuse for not receiving information that negatively impacts his or her grade.

FAQ: What if I need additional help with my courses?

The Chowan University Tutoring Program provides academic assistance to Chowan students in History, Biology, Chemistry, Mathematics, Accounting, and most VALUES core courses. In-person tutoring is available in the Writing Center (Marks Hall 118), Monday through Thursday, from 7:00 until 9:00 p.m. and on weekends in Whitaker Library. No prior appointment is necessary. Peer tutors are also regularly available for video conferencing, whereby students can receive online tutoring or make an appointment for an in-person meeting. Online tutoring hours and peer tutors’ availability will be announced by email each week.

Brainfuse Online Tutoring: Chowan offers 180 minutes of free access to Brainfuse online tutoring per student per semester for Business, Math and Science. To most efficiently use your time we suggest that you do as much work as possible before logging in to Brainfuse. This includes determining what specific questions you would like to discuss with the tutor. Brainfuse is not a homework answering service. Instead, Brainfuse tutors strive to assist learning and help with strategies to understand coursework, and ultimately to succeed in the classroom. Requests for additional time can be made via email to shells@chowan.edu. Brainfuse is intended to be a third line of tutoring support behind a professor’s office hours and the Chowan Tutoring Center.

The Online Writing Center provides assistance for students in any major to get help with their writing assignments during all stages of the writing process. Online services are available Monday–Thursday, 9:00 a.m.- 5:00 p.m. and 7:00 p.m.-9:00 p.m., and Friday, 9:00 a.m.- 3:00 p.m. Students may join an online session or schedule an appointment using the links provided in a weekly email. Your professors will maintain office hours each week, including virtual office hours. You are encouraged to reach out to your professors if you need additional help.

The Office of Academic Success serves to help students resolve issues affecting their academic success such as illness and absences. The office is located on the third floor of the Columns Building and is open Monday through Friday from 8:30 a.m. until 5:00 p.m. Appointments are encouraged but not required. Reach Academic Success: by phone at (252) 398-6389; by email or chat using Google Hangouts at academicsuccess@chowan.edu.

Whitaker Library: The University provides over 800,000 library resources for your success as a college student. Beyond the physical library building located by the Cafe, you have online books, journal articles and streaming videos available 24/7 from anywhere using your campus log-in.

Librarians are available to help in person, by email library@chowan.edu and by chat or video in Google Meet. The library hours are on the website along with other useful tips and tutorials to help you find the information you need. https://libguides.chowan.edu/home

Chowan University has counseling services available for all students. For an appointment, contact Ms. Christy Hull (398-1227) or e-mail the University Counselor, Ms. Yolanda Majette (majety@chowan.edu).
FAQ: Do I need to wear a mask?
Yes. Face masks or face coverings must be worn by all students when in university buildings including classrooms, hallways, stairways and bathrooms. This policy extends to Whitaker Library as well. Generally, meetings will no longer take place in faculty offices. Appropriate use of face masks or coverings is critical in minimizing risks to others near you. Appropriate use requires a mask covering both the mouth and nose. Students could spread COVID-19 to others even if they do not feel sick. The mask or cloth face covering is not a substitute for social distancing. There are no exceptions to this policy, as this is key to preventing the spread of COVID-19 on campus. If you feel like you will be unable to adhere to this policy, you must contact Dean Ella Benson (bensoe@chowan.edu).

FAQ: What happens if the pandemic worsens to the point that we can no longer meet in person?
While we certainly hope for the best, Chowan University will comply with state, local, and national guidelines. As such, there may come a time in which we cannot meet physically. If that happens, all courses will transition to online. Once again, it is critical that students monitor their emails and keep in touch with their professors, who will guide them through this process should it become a necessity.

Electronic Communication:

- **Blackboard**: You are responsible for visiting the Blackboard course site for course changes, grades, etc., on a daily basis. All points/grades will be posted continuously on Blackboard. It is your responsibility to check your grades on an ongoing basis. If you have a question about any score posted in Blackboard for this course, you must inform the professor via email within 7 days of the post.

- **E-mail**: Chowan University email is the official means of communication with all members of the university community. You are responsible for reading Chowan University emails on a daily basis. When emailing your instructors, please include your name, the course title and course number, and a detailed description of your question or concern.

- **MyCU**: Final grades will be posted on MyCU. Students can also locate schedules, unofficial transcripts, and can register for classes using MyCU.

- **Aviso**: Aviso is a web-based program used by Chowan University to report attendance and academic performance. Students may check their reported class attendance by following the Aviso link found in MyCU or at https://chowan.avisoadmin.com. Once at the Aviso login page, students should select Google+ and log in using their Chowan login. Find the attendance record under the "courses" tab and current term link by clicking on the "Attendance" button located to the right of each class listed.
How to Safely Wear and Take Off a Cloth Face Covering

WEAR YOUR FACE COVERING CORRECTLY
- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- Do not place a mask on a child younger than 2

USE THE FACE COVERING TO HELP PROTECT OTHERS
- Wear cloth face coverings in public settings and when around people who don’t live in your household, especially when other social distancing measures are difficult to maintain
- Don’t put the covering around your neck or up on your forehead
- Don’t touch the face covering, and, if you do, clean your hands

FOLLOW EVERYDAY HEALTH HABITS
- Stay at least 6 feet away from others
- Avoid contact with people who are sick
- Wash your hands often, with soap and water, for at least 20 seconds each time
- Use hand sanitizer if soap and water are not available

TAKE OFF YOUR CLOTH FACE COVERING CAREFULLY, WHEN YOU’RE HOME
- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine
- Wash your hands with soap and water

Cloth face coverings are not surgical masks or N-95 respirators, both of which should be saved for health care workers and other medical first responders.

For instructions on making a cloth face covering, see: cdc.gov/coronavirus
If the classroom capacity is sufficient for every enrolled student to attend the class and practice safe social distancing measures, the course will meet in person. The in-person/traditional format is the format that Chowan University students are most familiar with. It is how we were meeting prior to the pandemic. You will be notified by your professor prior to the first day of class if the class will be meeting in an in-person traditional format.

◊ Students are expected to adhere to the university guidelines concerning personal safety practices and social distancing measures, including wearing a face mask and maintaining, as much as possible, a six foot distance.

◊ Students who are not wearing masks or refuse to wear them properly will be asked to leave and will be counted absent for the day. (See page 7 for instructions on properly wearing a mask). Students could spread COVID-19 to others even if they do not feel sick. The mask or cloth face covering is not a substitute for social distancing. There are no exceptions to this policy, as this is key to preventing the spread of COVID-19 on campus. If you feel like you will be unable to adhere to this policy, you must contact Dean Ella Benson (bensoe@chowan.edu).

◊ **Your professor will notify you prior to your first class session to let you know when you are expected to physically attend. Please carefully monitor your student email.**
These courses will follow a rotation in which some students attend virtually and some attend in-class. All are expected to be present physically or remotely during the class time. Attendance taken daily.

When enrollment exceeds safe social distancing classroom capacity, your professor may choose to teach the course using a Synchronous Hybrid Model. Students should review the course syllabus to determine which of their courses will meet synchronously and make arrangements to attend each day of the course, rather virtually or in class.

In a Synchronous Hybrid Model:

- **Attendance** will be taken daily. To be counted present, students must be in the classroom or logged in online.
- Students will be assigned to a group and provided a schedule by the professor that indicates the days they are expected to be physically present and the days they are to attend online. Students who are in the online group cannot attend the seated class. Likewise, students who are in the seated group will not be counted present if they attend online.
- Students in the classroom must adhere to Chowan University’s social distancing guidelines and must wear a mask. Students who are not wearing a mask or refuse to wear them properly will be asked to leave and will be counted absent for the day (see page 7 for instructions on properly wearing a mask). Students could spread COVID-19 to others even if they do not feel sick. The mask or cloth face covering is not a substitute for social distancing. There are no exceptions to this policy, as this is key to preventing the spread of COVID-19 on campus. If you feel like you will be unable to adhere to this policy, you must contact Dean Ella Benson (bensoe@chowan.edu).
- The enrollment and classroom capacity will determine the number of student groups the professor will need to create.
- Your professor will notify you prior to your first class session to let you know when you are expected to physically attend. Please carefully monitor your student email.

For example, if there are 24 total students in the class and safe social distance measures require no more than 12 at a time, then the students will be divided into two groups and will attend as shown above.
When enrollment exceeds safe social distancing classroom capacity, your professor may choose to teach the course using a **Asynchronous Hybrid Model**. Students should review the course syllabus to determine which of their courses will meet asynchronously and make arrangements to attend on the days they are expected to attend and complete course assignments by the deadline established by the course professor.

In a **Asynchronous Hybrid Model**:

- Your professor may consider any of the following for attendance (consult the syllabus for your professor’s policy):
  - The student’s submission of an academic assignment or exam.
  - Documented student participation in the course.
  - A posting in the discussion board or online study group.
  - An email from the student or other documentation showing the student initiated contact with the faculty member to ask a question about an academic subject studied in the course.

- Students will be assigned to a group and provided a schedule by the professor that indicates the days they are expected to be physically present and the days they are to attend online. Students who are in the online group cannot attend the seated class. Likewise, students who are in the seated group will not be counted present if they attend online.

- Students in the classroom must adhere to Chowan University’s social distancing guidelines and must wear a mask. Students who are not wearing a mask or refuse to properly wear their mask will be asked to leave and will be counted absent for the day (see page 7 for instructions on properly wearing a mask).

- The enrollment and classroom capacity will determine the number of student groups the professor will need to create.

- Larger course enrollments may need to be divided into as many as three student groups. In these courses, students would only physically attend one day per week (or less if it is a Tuesday-Thursday course).

- **Your professor will notify you prior to your first class session to let you know when you are expected to physically attend.**
These courses will meet completely online with no physical classroom meetings.

There are some courses on the course schedule that will meet completely online. In an Online Course:

◊ Students must follow policies as stated in the course syllabus.

◊ Students must adhere to course deadlines. Make sure that you read and fully understand the policies and deadlines in the course syllabus. Contact your professor if you have any questions about the course policies or assignments. Your professor will have virtual office hours in which he/she can meet with you via Zoom.

◊ Students must contact their professor if they are having difficulty keeping up in the class or if they need additional help. Your professors are there to assist you, but if they do not know your situation, they are limited in the help they can provide. Please remain in contact with your professors.

◊ All students, especially online students, must check their email at least daily.

Take Note:

Depending on state, national, and local guidelines concerning the Covid-19 pandemic, there may become a point during the semester where classes are unable to physically meet. If this does happen, all courses will switch to completely online. You will be notified by the university and your professor if this measure becomes a necessity.
# Chowan University

## Academic Calendar

### 2020-2021

#### Spring 2021 Semester

<table>
<thead>
<tr>
<th>January</th>
<th></th>
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<tbody>
<tr>
<td>Saturday-Monday</td>
<td>16-18</td>
<td>Residential Students Move In</td>
</tr>
<tr>
<td>Monday</td>
<td>18</td>
<td>Martin Luther King, Jr., Day</td>
</tr>
<tr>
<td>Tuesday</td>
<td>19</td>
<td>Students Check-in</td>
</tr>
<tr>
<td>Tuesday</td>
<td>19</td>
<td>Students Meet with Advisors</td>
</tr>
<tr>
<td>Wednesday</td>
<td>20</td>
<td>Classes Begin, 8:00 a.m.</td>
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<tr>
<td>Wednesday</td>
<td>27</td>
<td>Last Day to Add Classes</td>
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<th>February</th>
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<tbody>
<tr>
<td>Wednesday</td>
<td>10</td>
<td>Last Day to Drop Classes without a Record</td>
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<tr>
<th>March</th>
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<tbody>
<tr>
<td>Friday</td>
<td>12</td>
<td>Final Grades for Half-Semester Classes Due, 12 noon</td>
</tr>
<tr>
<td>Wednesday</td>
<td>24</td>
<td>Passport to Fall (No Classes)</td>
</tr>
<tr>
<td>Monday</td>
<td>29</td>
<td>Pre-registration for Fall Semester Begins</td>
</tr>
<tr>
<td>Wednesday</td>
<td>31</td>
<td>Last Day to Drop Classes with a W</td>
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<th>April</th>
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<tbody>
<tr>
<td>Monday</td>
<td>5</td>
<td>Pre-registration for Summer Session Begins</td>
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<tr>
<td>Wednesday</td>
<td>28</td>
<td>Classes End</td>
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<tr>
<td>Thursday</td>
<td>29</td>
<td>Reading Day</td>
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<tr>
<td>Friday</td>
<td>30</td>
<td>Final Exams Begin</td>
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<th>May</th>
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<tbody>
<tr>
<td>Saturday</td>
<td>1</td>
<td>Final Exams Continue</td>
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<tr>
<td>Monday</td>
<td>3</td>
<td>Final Exams Continue</td>
</tr>
<tr>
<td>Tuesday</td>
<td>4</td>
<td>Final Exams End</td>
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